

**Executive Committee Meeting
Minutes – 5 May 2009**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:

Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.10 a.m. Two items were added to the agenda: one regarding Seattle conference under conference committee; and one regarding suggested change in Network reporting under Programs.

2. Approval of Minutes of 7 April, 2009

Minutes of the April 7th, 2009 Executive meeting as prepared by J. Morrison to be approved via email.

3. Business Arising

3.1 Roundtable meeting scheduling

The annual Roundtable meeting is normally scheduled for the beginning of October or very late September. Thanksgiving this year is 10, 11, 12. **Action:** J. Morrison to check with executive via email re: October 3rd and if A. Seles can host.

4. Vice-President and Programs Committee Report

4.1 BCAUL/ICA-AtoM reporting

The Network Co-ordinator has made a recommendation that the Network Services reporting schedule be reviewed, and in particular suggested that a report be delivered monthly, being 1-2 pages in length instead of the current format of longer quarterly reports. It was agreed by the executive that this change would be helpful in light of the MemoryBC transition. The other two Services already report monthly. **Action:** J. Johnston to notify J. McMaster via email to go ahead with monthly reporting.

It was reported for the Programs committee that final reports have been received for the IK Barber and NADP grants, completed by L. Wilson. L. Wilson reported to

Barber that half their funds were used, half carried over for ICA-AtoM, and requested that the balance of the funds be received now. The NADP final report has been sent to the new Librarian and Archivist of Canada, Daniel Caron. All final reports are very positive. In addition, the final report for BC150 has been submitted, while the Gaming funding is not yet completed.

5. Treasurer and Finance Committee report

L. Nobrega will have signing authority transferred to her next week; J. Mohan is assisting her in the transition of the Treasurer position. There was a short discussion regarding the complexity of the monthly financial statements.

The previous month's financial statements will be approved via email by Friday, May 8th.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison had a few items to report on: the Newsletter needs to be transitioned from the previous editor to the new editorial team – she will check to ensure this is going forward. The list of the executive and committee chairs on the AABC website needs to be updated with new names; this is almost ready to be sent to the website co-ordinator. Regarding PAAL, the executive agreed to brainstorm for chair candidates prior to the next meeting (**Action**).

6.2 Grants & Nominations Committees

There was nothing to report.

6.3 Membership & Conference Committees

A. Seles was unable to attend the meeting.

Membership: There was a discussion regarding a decline in membership numbers, particularly institutional memberships. The possibility of increasing the notification and reminder system around membership renewal time was raised.

Conference: A North West regional conference is taking place in Seattle next year; a representative from the region attended the AABC conference two weeks ago. The AABC is invited to participate as well. There was a discussion weighing the benefits and concerns of participating in the regional conference; the discussion generally favoured no official participation and no-one felt strongly in favour of participation. Undoubtedly, individual members will attend. **Action:** J. Feist to notify that the AABC will not participate as a joint organizer, and ask that members be able to attend at member rates as the conference will be of interest to our members.

A call for the 2010 conference host and volunteers should be made as soon as possible. The date should not conflict with the North West region's date or with BCLA.

7. President's Report

J. Feist had nothing further to report.

8. Adjournment

Meeting adjourned at 9.57 a.m.

**Executive Committee Meeting
Minutes – 17 June 2009**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.06 a.m. The agenda was approved.

2. Approval of Minutes of 5 May, 2009

Minutes of the April 7th, 2009 Executive meeting were approved.

3. Business Arising

3.1 Meeting times and scheduling

It was determined that executive meetings for the remainder of the year would be scheduled for the second Wednesday of each month with as few exceptions as possible. **Action:** J. Morrison to schedule these dates.
Roundtable: one contractor is unable to attend the proposed roundtable date.
Action: J. Morrison to contact her re: alternatives.

4. Vice-President and Programs Committee Report

4.1 Network – BCAUL/ICA-AtoM reporting

J. Johnston has received the April and May reports and noted the following highlights: 157 new descriptions were submitted; the revised AABC domain name has been registered for 8 years; testing has started on the export of UVic descriptions to the UVic Libraries catalogue. In late June, the BCAUL transfer will take place.

The AABC's CANWAN partners have a very strong interest in ICA-AtoM.

Preservation reporting

There was nothing to report.

Education reporting

The upcoming Distance Education courses have now been scheduled and email announcements sent out this week.

K. Stewart has submitted a working group report to CCA, which was a summary of her October 2008 to April 2009 EAS work.

J. Johnston noted that she had recently spoken at SLAIS about the role of the AABC.

5. Treasurer and Finance Committee report

L. Nobrega noted that the website ‘Marketplace’ needs some status updating and will follow up on this.

There is no Finance Committee business at this time.

There was a discussion regarding the May financial statements.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported that the newsletter committee has submitted a draft to her which she will forward to the rest of the executive for comment. There was a short discussion about the newsletter submission deadline and it was agreed that the committee can set its own. It was suggested that regional representatives could be invited to submit their activities to the newsletter.

There was a discussion about PAAL, including committee membership and recruitment of a chair, the mandate, and work that should be done this year.

Action: A. Seles and J. Morrison to follow up on discussion for next meeting.

6.2 Grants & Nominations Committees

Grants: some updating is needed on the website, including the newsletter page and posting of the bylaw changes. Two members are needed for the Grants committee and a chair of the Nominations committee.

6.3 Membership & Conference Committees

Membership: The Membership committee recommended to the Executive approval of the City of Burnaby Archives’ institutional membership; the Executive was pleased to vote approval.

There was a discussion regarding lapses in institutional membership. **Action:** A. Seles to work with S. Romkey on renewals.

Conference: A. Seles proposed the theme “Re-conceptualising the Role of Archives and Archivists” for next year and expanded on some of the ideas behind this theme. She has one conference committee volunteer. All Executive members agreed that the theme is good. A discussion of a possible conference location followed. **Action:** A. Seles to work further on canvassing a location.

7. President’s Report

J. Feist reported that she will finish the gaming grant in the upcoming weeks.

8. Adjournment

Meeting adjourned at 10:01 a.m.

**Executive Committee Meeting
Minutes – 8 July 2009**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.09 a.m. The agenda was approved.

2. Approval of Minutes of June 17, 2009

Minutes of the June Executive meeting were approved with one change to the Programs Committee report.

3. Business Arising

Upcoming executive meeting scheduling was briefly discussed.

4. Vice-President and Programs Committee Report

4.1 Network – BCAUL/ICA-AtoM reporting

- A meeting will be held with Artefactual at the end of June to discuss migration issues. BCAUL will go offline and MemoryBC come online at the end of August, with official launch in November. Some migration issues that have arisen will be fixed by the end of July; still needing resolution are the memory cap on the Artefactual server for searching indices, and scaling of data templates which makes linking levels of description slow. EAD imports will be postponed until October. **Action:** It was agreed that the Programs Committee, with EAS and NS will update members about migration issues as it progresses through both emails on the list and a report in the next Newsletter.

- BC Digitisation Committee: a successor committee is being formed, including the same membership. It will focus on co-ordinating and capacity-building and will meet in September. Further workshops will be organised by Electronic Library Services.

Preservation reporting

There was nothing to report.

Education reporting

The EAS archivist has been giving distance advice regarding NADP grants and reporting and has made 5 site visits.

5. Treasurer and Finance Committee report

L. Nobrega reported that she followed up on the website Marketplace status and set a reply-by date for advertisers.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

Executive members agreed that the latest Newsletter is outstanding and wishes to thank the editorial board for their hard work.

There was a discussion about recruitment for the PAAL committee and current issues that the committee could work on. There will be a call for volunteers on the committee.

6.2 Grants & Nominations Committees

Grants: 6 applications were received for the Terry Reksten award. S. Moore has volunteered to briefly review any NADP applications that she receives early. There was a discussion about the need for contractors who are able to undertake grant-funded work and how the services of any such contractors are advertised.

Nominations: a number of positions need to be filled. **Action:** S. Moore will draft a list including brief descriptions and send to the executive for input prior to posting on the list.

6.3 Membership & Conference Committees

Membership: a meeting of the committee will be scheduled to review the institutional approval process. One institution is currently applying for membership.

Conference: there was a brief discussion about recruitment for the committee; this will be included in the call for volunteers.

7. President's Report

J. Feist reported that the Gaming grant application was not submitted on time. A discussion followed about whether any anticipated gaming funding had been worked into the budget. She will contact the Financial Manager today and follow up with the contractors.

Other possible funding sources were discussed.

8. Adjournment

Meeting adjourned at 10.00 a.m.

Executive Committee Meeting Minutes – 12 August 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Feist, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Feist called meeting to order at 9.07 a.m. The agenda was approved with one additional item in business arising.

2. Approval of Minutes of previous meeting

Minutes of the 8 July 2009 Executive meeting were approved.

3. Business Arising

3.1 PIPA Conference sponsorship

J. Morrison was contacted by the conference management company organising the 4th annual PIPA conference in Vancouver. Last year, an AABC logo and description were posted with those of other organisations in exchange for small promotion among our members of the conference. The executive agreed that we should repeat this exchange this year. **Action:** J. Morrison will follow up on setting this in place.

4. Vice-President and Programs Committee Report

The Vice-President's report concentrated on ICA-AtoM related matters. She noted that the new domain is running, including the list-serve, and contractors' emails. She also noted that K. Stewart's upcoming workshop is full. There was a discussion about contractor financing for ICA-AtoM work.

4.1 Programs Committee recommendations to the Executive

- J. Johnston reported on a recent Programs Committee meeting. J. McMaster is drafting new policies for adding descriptions to MemoryBC, and will send them to the executive for approval in the fall. The committee is drafting a message to the membership regarding the MemoryBC implementation timeline, and descriptions.
- J. Johnston and J. Feist reported that there is an unexpected shortfall in funding of \$12,500 that may affect the Education Archivist's services. The

committee, in conjunction with the Finance Committee, recommends that the executive maintains the current contract with K. Stewart and utilizes workshop revenues and reserve funds as necessary, as well as revising the plan for upcoming site visits and travel funding, to make up the shortfall.

Content Management system for aabc.ca

- Now that the domain has been migrated, the AABC website also needs to be updated to current standards and to enable easier management and change. While it is planned to use an open-source content management system (Drupal), the migration should be handled professionally. Several companies have been recommended and estimates provided; the minimum funds necessary will be \$15,000. A discussion followed regarding possible grant funding sources that might allow funding on this type of infrastructure project.

AABC servers

- The AABC servers at Cinemage will be shut down in late August. They will need to be wiped and disposed of. There was a discussion regarding various methods for this. **Action:** J. Johnston and J. Feist will plan further and make a decision.

5. Treasurer and Finance Committee report

L. Nobrega reported further on Finance/Programs committees discussion and planning regarding the funding shortfall and how EAS may be affected. A discussion followed regarding upcoming committee tasks and financial revision of the EAS plan.

The Membership Committee has been allocated a further \$200, taken out of the executive expense account, to meet current meeting and teleconference needs.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported regarding the current state of recruitment for PAAL.

6.2 Grants & Nominations Committees

S. Moore reported that she received a very good response to the call for nominations – many committee positions were filled. The only remaining positions to be filled are regional representatives and on PAAL.

Grants: the committee budget requires a small increase to fund travel for a new member at NADP adjudication time.

6.3 Membership & Conference Committees

The Membership committee will meet next week. A. Seles will act in advisory capacity to the committee after the meeting has occurred.

Conference: further planning will begin after membership duties have decreased.

7. President's Report

J. Feist had nothing further to report.

8. Other Business

- **Action:** J. Morrison will arrange an AABC records appraisal event in Victoria to process and appraise AABC records held at BC Archives and those transferred in April from Vancouver.

- **Action:** J. Johnston will draft a project proposal including outline and budget and job posting for indexing work that needs to be done for the official MemoryBC launch.

9. Adjournment

Meeting adjourned at 10.40 a.m.

Executive Committee Meeting Minutes – 8 September 2009

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:

Anthea Seles, Individual Member-at-Large

1. Approval of Agenda:

J. Johnston called meeting to order at 9.10 a.m. as the call to J. Kerry was delayed.
The agenda was approved.

2. Approval of Minutes of August 12, 2009

Minutes of the August 12 Executive meeting were approved.

3. Vice-President and Programs Committee Report

J. Johnston reported that she will be taking over L. Wilson's position on the BC Digitisation initiative.

4.1 Network – BCAUL/ICA-AtoM reporting

- The servers at Cinemage were shut off on August 28 and the executive approved via email the process and cost (\$120) to wipe and recycle them. -
- The Indexer position has been posted on the listserv, and the work is expected to occur over the month of October.
- The Committee is reviewing the draft policies for MemoryBC and a draft communication for the listserv is almost ready to be approved.
- J. McMaster was very busy during August reviewing data on the servers and along with M. Hadley attended training for website updating with P. Van Garderen. M. Hadley's contract will be revised to reflect the website work she has recently been tasked with.

Preservation reporting

There was nothing outstanding to report for Preservation – regular services continue.

Education reporting

An ICA-AtoM workshop may be delivered at the BCMA conference. K. Stewart conducted 5 site visits in the north.

4. Treasurer and Finance Committee report

L. Nobrega reported that the first Barber funding and NADP funding for the year have been received. The notices to vendors on the Marketplace were given and the site will be updated as required.

5. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison had nothing new to report.

6.2 Grants & Nominations Committees

S. Moore had nothing to report.

6.3 Membership & Conference Committees

A. Seles reported via email that the Membership committee met on August 19th and discussed the institutional application process. The committee is going to review the application package and will re-issue renewal notices. A Conference committee meeting in September is anticipated.

6. President's Report

- J. Kerry reported that executive approval for the Artefactual hosting agreement is needed next week.

- A discussion was held about the Archives Marketplace and the need for more advertising from contractors throughout the province about the availability of their services.

7. Adjournment

Meeting adjourned at 10.04 a.m.

**Executive Committee Meeting
Minutes – 3 October 2009
Held in conjunction with Roundtable Meeting**

Executive of the Archives Association of British Columbia
Location: Archives of the Roman Catholic Archdiocese
of Vancouver, 150 Robson St.

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large
Anthea Seles, Individual Member-at-Large

4.1. Approval of Minutes of September 8, 2009

There were no suggested changes to the minutes but to provide further time to review it was asked to forward anything to J. Morrison during the next week.

4.2 Vice-President and Programs Committee Report

J. Johnston did not have much to report that did not get discussed during the roundtable portion of the meeting.

- Archives Marketplace: the contractor list was discussed in depth at the last Programs Committee meeting. The need for this is strong; it would be a service to members and the contractors who are members. It could be maintained even if not posted online and provided to members upon request (posting online would conflict with the Marketplace). Contractors would still be invited to place ads on the marketplace. It was agreed that a message would be sent out via archives-bc and arcan-l asking BC contractors to submit their names for a list of those available to provide services in the province (including the notices that by sending AABC their contact information, they will be contacted by AABC in the future and that the AABC does not endorse them); the information to include name, contact, regions, services available. S. Moore is willing to maintain the list. The Programs Committee can send the email after the message and form are drafted.

- The Programs Committee is available to do more work; it was agreed that they could draft the terms of the RFP or RFI for the content management software.

4.3 Treasurer and Finance Committee report

L. Nobrega reported on several matters:

- The AABC's BC Historical Federation membership is due. Do we want to maintain this – the fee is \$75? It was agreed to maintain the membership.

- In early August, the Finance Committee made a number of recommendations in response to the Barber reduction with regards to the Education and Advisory Archivist's work plan. A discussion followed confirming that the work plan has not been changed, and that \$12,500 will be transferred into EAS from the Reserve Fund.
- the Indexer position will be funded internally as an additional line under NETS.

4.4 Committee and Program Reports

4.4.1 Communications (Newsletter/Regional Representatives/ PAAL)

The official launch of MemoryBC is scheduled for the third week of November, Archives Week. It was discussed and approved by the executive to forgo the regular theme of Archives Week in favour of celebrating MemoryBC. Some ideas for celebrating the launch were brainstormed. It was determined that ideas should be passed by the Network Services Co-ordinator for feasibility. It was suggested that PAAL members could be involved in the planning.

4.4.2 Grants & Nominations Committees

Grants: The Executive agreed to not set a provincial priority for NADP again this year.

Nominations: M. Wallace is working on recruiting for the next executive and vacant positions.

4.4.3 Membership & Conference Committees

Conference: There is nothing new to report on the conference.

Membership: The committee has been very active. A meeting is scheduled for Oct. 4. At the August meeting it was determined to focus on institutional membership, including a revision of the application process/form.

4.5 President's Report

All matters were already covered in earlier discussion.

Further Business:

Discussion returned to electronic delivery of workshops, and advanced workshops; there was some discussion on the executive and members keeping abreast of technology.

Adjournment

Meeting adjourned at 3.16 p.m.

Executive Committee Meeting Minutes – 10 November 2009

Executive of the Archives Association of British Columbia
Via teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary

Regrets:

Shaunna Moore, Institutional Member-at-Large

1.0 Agenda

There were no changes to the agenda.

2.0 Approval of Minutes of October 3, 2009

There were no suggested changes to the minutes but to provide further time to review it was asked to forward anything to J. Morrison during the next week.

3.0 Business Arising

There was no business arising.

4.0 Vice-President and Programs Committee Report

J. Johnston reported on the CCA General Assembly and the Programs activities. She represented the AABC at the recent General Assembly. A brief report was sent to the executive, but she wanted to review 3 things: 1) that the CCA 25th anniversary is next year. Promotional material will be provided to provincial councils, and the annual meeting will be an extra day. We must confirm attendance by January 22nd. 2) The CCA plans to create an ad-hoc forum for provincial and territorial council presidents – more information will follow soon. 3) the BCA has asked other councils to provide them with codes of ethics. Do we have a provincial one?

Action: JM to search.

Network: ICA-AtoM rollout is underway. P. Van Garderen is doing updates: beta version will go live on 2 November and updates are ongoing. At the moment there are some minor difficulties in presentation. J. Johnston confirmed that the Network Co-ordinator will always be expected to vet descriptions. Policies and training for digitisation are anticipated to rollout one year from now, with the same timeline for the anticipated for MARC upgrade. J. Johnston will be attending the RAD Refresher/ICA-AtoM workshop next week.

M. Hadley completed the indexing contract, with 2,132 descriptions indexed.
J. McMaster reported that she has had a good response to the repository information update invitation.

Education: K. Stewart has been researching web seminars. The digitisation workshop in Victoria was cancelled due to limited enrollment. She will use hours to look into webinars and teleconferences. (40 hours) Program Committee approves this. The SAA charges for webinars: \$145 to \$175 for members, \$185 to \$215 non-members. Teleconference contract with Telus has been signed; will only be billed as we use it.

J. Johnston mentioned two upcoming events at UBC to which the AABC has received invitations: a University Library function on Nov 24th (no-one can attend); and an InterPARES 10th anniversary reception (JJ, LN and JM will be there).

5.0 Treasurer and Finance Committee report

K. Blimkie brought forward a reminder about donations and tax receipts. J. Kerry to send reminder that donations are tax deductible on archives-BC.

K. Blimkie is going to re-do the budget tracking sheet for the Preservation Services and Education Advisory Services workshop development as the current one is outdated.

6.0 Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported that a newsletter issue is in draft form. She has asked L. Pearse to draft a new editorial policy for the newsletter as there isn't one fully formed in the old (draft) policy and procedures manual and none is posted on the website.

6.2 Grants & Nominations Committees

S. Moore reported via email as she could not attend the meeting. J. Morrison briefly reviewed the report for the executive.

Grants: institutional NADP applications are due the beginning of December. J. Kerry has last year's service applications and will meet with J. Johnston to update and change for this year, and will inform S. Moore of the institutional allocation a.s.a.p.

6.3 Membership & Conference Committees

A. Seles has resigned her position. Membership and Conference chairs will be asked to report directly to the executive/ to another executive member. Conference decisions have to be approved by the executive. **Action:** JM to contact S. Romkey and contact J. Teasley re the conference - to find committee chair and work on conference format.

7.0 President's Report

J. Kerry briefly reviewed the grants coming up – applications to do this month. A short discussion followed regarding planning and completing applications.

8.0 Adjournment

Meeting adjourned at 9.58 a.m.

**Executive Committee Meeting
Minutes – 9 December 2009**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:

J. Kerry called meeting to order at 9.03 a.m. The agenda was approved with no changes.

2. Approval of Minutes of 12 November 2009

Minutes of the November Executive meeting were approved with one change to the Vice-President's report.

3. Business Arising

J. Kerry advised that she has created a wiki for the executive using a common open source software called BluWiki and hopes to finish setting it up soon.

4. Vice-President and Programs Committee Report

J. Johnston reported on the preparation of the provincial NADP application. She has received proposals for the year's work from K. Stewart and R. Hill and a synopsis from J. McMaster. She and J. Kerry met to review them and forwarded their suggestions to the Programs Committee; the Committee has met and made their recommendations for the contractors' 2010-2011 workplans, which has been forwarded to the executive. J. Johnston asked the executive to discuss the recommendations today and reach a decision as soon as possible. The document includes an overview of each of the programs. She reviewed the major points of the document.

- a. P. Van Garderen is developing a tool to import in CSV format into ICA-AtoM from the various common databases used by the community. The Program Committee strongly recommends that the AABC provide some funding towards this tool.
- b. The total NADP envelope for the province is \$117,112. She, J. Kerry, and the Programs Committee are recommending that approximately \$76,000 be used for the programs this year, leaving approximately \$40,000 for the community.

J. Kerry asked S. Moore how this recommendation accords with the NADP applications received; this would not cover the applications received but the CSV

project will benefit the entire community and so is a worthy alternative to our usual level of community funding for one year. There was a discussion about drafting a letter to the community about limited funding this year. J. Johnston also reviewed the allocation expected for each program.

- 4.1 Each program's menu was reviewed and discussed briefly. It was asked that the Finance committee review these recommendations and respond to the executive.

There was a discussion about the general funding priorities for the next year. While it had been hoped to focus on the AABC website, further improvements to MemoryBC/ICA-AtoM in the form of useability by the community is seen to be a higher priority.

5. **Treasurer and Finance Committee Report**

There was a short discussion about Barber funding and the conference planning budget. J. Kerry has asked K. Blimkie to renew the Directors' liability insurance. L. Nobrega advised that the UBC awards have been processed.

6. **Committee and Program Reports**

6.1 **Communications (Newsletter/Regional Representatives/ PAAL)**

J. Morrison reported that a newsletter edition has just been posted; she had nothing else to report.

6.2 **Grants & Nominations Committees**

Grants: S. Moore reported that the NADP adjudications will take place on January 8th.

Nominations: she will contact M. Wallace regarding filling the Individual Member-at-Large position for the next term. There was a short discussion of whether attendance at CCA General Assembly falls within the Institutional Member-at-Large responsibilities; it was determined that it should be as back-up or second to attend.

6.3 **Membership & Conference Committees**

J. Morrison reported on developments regarding the conference committee: J. Teasley has agreed to chair. Action: follow up with K. Blimkie to obtain budget breakdowns for previous conference(s), and make recommendations to executive.

7. **President's Report**

J. Kerry reported that she is working on the MAP grant; the recommendations regarding the indexing project have been forwarded to P. Van Garderen.

8. **Adjournment**

Meeting adjourned at 10.10 a.m.

**Executive Committee Meeting
Minutes – 13 January 2010**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:

J. Kerry called meeting to order at 10.30 a.m. The agenda was approved with no changes.

2. Approval of Minutes of 9 December 2009

Minutes of the December Executive meeting were approved with no changes.

3. Business Arising

There was no business arising.

4. Vice-President and Programs Committee Report

J. Johnston reported that the NADP application is almost completed and the Programs Committee will review it prior to the deadline of January 22nd. There will be a Committee meeting scheduled in the next few weeks.

4.1 Network – BCAUL/ICA-AtoM reporting

Planning for the funding of the Comma-Separated Values project (ICA-AtoM) is progressing, with the MAP application submitted and SFU and UVic willing to contribute funding. Other grant funding is being looked at as alternatives, including Barber.

7 new user IDs have been issued for MemoryBC, bringing the total to 14; 20 new descriptions have been added.

Preservation reporting

There was no BCAPS news to report.

Education reporting

The Telus conferencing feature has been successfully tested for MemoryBC training. K. Stewart will schedule remote training sessions.

5. Treasurer and Finance Committee report

L. Nobrega reported that she will have a draft 2010/11 budget by the next executive meeting.

There was a short discussion regarding workshop revenue shortfalls as reflected in the November financial statements.

J. Morrison will advise L. Nobrega of when the audited financial statements are due for the AGM.

There was a discussion about reaching out to other Heritage sector organisations to share our course offerings, beyond what is already done for this.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Kerry commended the Newsletter editor and committee for the excellent newsletter issues. J. Morrison had nothing further to report.

6.2 Grants & Nominations Committees

Grants: The Committee met last week, including K. Stewart by invitation for her role in answering questions about NADP institutional applications.

There are three new members of the Committee this year.

Eleven applications were received, down in number from last year. A number of the applications were ineligible; all of those eligible were funded, although one was funded by a reduced amount.

S. Moore will compile a list of recommendations regarding the application form to CCA as in other years. There was a discussion regarding whether to offer a workshop (based in Vancouver) on writing NADP applications.

Nominations: S. Moore will be in touch with M. Wallace in the next few weeks. A call will be sent on archives-bc.

6.3 Membership & Conference Committees

Conference: there was a discussion about the budget, planning for the conference, and committee membership and executive assistance. J.

Morrison will discuss with the conference chair on the 15th of January.

Membership: S. Romkey and the committee are drafting a communication regarding institutional membership reviews, that will be forwarded to the executive.

7. President's Report

There was a discussion about the BCIT Archives closure.

8. Adjournment

Meeting adjourned at 11.29 a.m.

**Executive Committee Meeting
Minutes – 11 February 2010**

Executive of the Archives Association of British Columbia
Location: teleconference

Present:

Jordana Kerry, President
Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary

Regrets:

Shaunna Moore, Institutional Member-at-Large

1. Approval of Agenda:

J. Kerry called meeting to order at 2.02 p.m. The agenda was approved with no changes.

2. Approval of Minutes of 13 January 2010

Minutes of the January Executive meeting were approved with one change in section 4.1 regarding funding sources.

3. Business Arising

There was no business arising.

4. Vice-President and Programs Committee Report

J. Johnston reported on Programs business. She requested that the executive forward recommendations regarding the recently drafted EAS policy documents by next week.

4.1 Network – BCAUL/ICA-AtoM reporting

MemoryBC statistics are showing a high volume of traffic.

J. McMaster will resign as Network Co-ordinator at the end of March; there was a discussion about filling the position.

Preservation reporting

There was no BCAPS news to report.

Education reporting

There was no BCEAS news to report.

5. Treasurer and Finance Committee report

L. Nobrega reported on the draft 2010-2011 budget which has been reviewed by K. Blimkie. The general and programs sheets have incorporated the contractors' draft menus. There was a short discussion about the Barber funding budget line. There was a discussion about the BCANS budget, including ICA-AtoM and the CSV

project. There was a question about anticipated revenues from workshops to be delivered in 2010-2011. L. Nobrega asked J. Johnston to forward the budget portion of the NADP proposals to assist in the preparation of the final budget. The current ANS budget was discussed briefly, and the executive committee budget may be reduced.

It was agreed that the budget would stand as tentative until the next executive meeting, and that J. Johnston will solicit Programs Committee feedback on the three programs budgets before it is finalised.

A budget for the conference is needed prior to the next executive meeting.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison reported briefly on the potential FIPPA review submission (PAAL).

6.2 Grants & Nominations Committees

J. Morrison read S. Moore's report.

Grants: there was nothing to report.

Nominations: some nominees for executive positions have been found but further nominees are needed for executive and committee positions. S. Moore asked executive members to forward any suggestions, prior to circulation of a call for volunteers.

6.3 Membership & Conference Committees

J. Morrison reported in the absence of an Individual Member-at-Large.

Membership: S. Romkey's report on committee tasks was reviewed.

Conference: Planning for the mini-conference and AGM is progressing. The association should thank the Barber Centre for agreeing to host; J. Kerry to draft letter and forward to J. Johnston to review. J. Morrison will ask K. Blimkie for last year's budget and forward.

7. President's Report

J. Kerry had nothing further to report.

8. Adjournment

Meeting adjourned at 3.11 p.m.

**Executive Committee Meeting
Minutes – 12 March 2010**

Executive of the Archives Association of British Columbia
I.K. Barber Learning Centre, UBC

Present:

Janine Johnston, Vice-President
Linda Nobrega, Treasurer
Jane Morrison, Secretary
Shaunna Moore, Institutional Member-at-Large

Regrets:

Jordana Kerry, President

1. Approval of Agenda

J. Johnston called meeting to order at 5.50 p.m. The agenda was approved with the addition of an item of business arising.

2. Approval of Minutes of 11 February 2010

Minutes of the February Executive meeting were approved with one change to section 5.

3. Business Arising

3.1 Institutional Membership

There was a discussion regarding correspondence from an institution with lapsed institutional membership. The institution's archivist has enquired about opportunities for a committee to investigate a particular issue. Barriers to NADP funding because of the requirement for institutional membership were discussed as well as the progress and requirements of the proposed membership review process. **Action:** J. Morrison to draft a response to the institution and propose that PAAL look into the issue alongside the institutional review process.

4. Vice-President and Programs Committee Report

4.1 Network – MemoryBC reporting

J. McMaster will complete her contract at the end of the month. The application deadline for the position is the 15th - some applications have been received and more are expected. There are some funds left in the ANS budget and there was a short discussion whether they would need to be used for training.

Preservation and Education reporting

The April 15 and 16th workshop “Managing a Digitization Program” is almost full with further registrations anticipated.

If the ANS funds are not fully used, there are potential ANS and EAS expenses to which they could be transferred.

5. Treasurer and Finance Committee report

L. Nobrega reported on drafting of the 2010-2011 budget. There was discussion about aspects of the Programs budget, including funding travel for the new ANS coordinator, and workshop materials costs.

There was a discussion about the conference budget and J. Johnston provided an updated budget sheet. Lunch costs and resourcing of speakers gifts were discussed.

6. Committee and Program Reports

6.1 Communications (Newsletter/Regional Representatives/ PAAL)

J. Morrison had nothing to report regarding Regional Representatives. There are still two vacancies and these will be included in the upcoming volunteer recruitment email.

See item 3 for a discussion involving PAAL.

Another newsletter edition was released last week; there was a discussion regarding developing editorial policy about advertising, sponsorship, and the archives marketplace.

6.2 Grants & Nominations Committees

S. Moore had nothing to report regarding the Grants Committee.

Nominations: the Secretary and Vice-President positions remain with no nominations received to date. J. Johnston has drafted a V-P job description; J. Morrison to draft Secretary position description.

6.3 Membership & Conference Committees

J. Morrison reported on the Membership Committee's drafting of the 5-year institutional review form. She will forward it to the rest of the executive for feedback and suggestions. It was suggested that it is important that the review be transparent, its criteria be very clear, and that its rationale be explained. It was agreed that for the Membership Committee, having an updated terms of reference for committee members would be helpful.

Conference: nothing further to report beyond budget discussion above.

7. President's Report

J. Kerry was unable to attend the meeting.

8. Adjournment

Meeting adjourned at 7 p.m.